

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department for Children and Families		9. Position No. K0223969	10. Budget Program Number 27811		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Program Consultant			
3. Division Family Services		12. Proposed Class Title Program Consultant			Position Number
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation			
5. Unit Independent Living		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
City _____ County _____					
7. (circle appropriate time) <input checked="" type="checkbox"/> Full time Perm. Inter. Part time <input checked="" type="checkbox"/> Temp % <input checked="" type="checkbox"/> Regular		16. Audit Date: _____ By: _____ Date: _____ By: _____			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: _____ By: _____ Date: _____ By: _____			

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Stacy Tidwell	Independent Living Program Manager	K0228377

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Stacy Tidwell	Independent Living Program Manager	K0228377

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Guidelines consist of established routines, procedures, policies, and regulations. Work involves responsibility for researching location of youth, making contact with and engaging them for the purpose of administering surveys, thus helping the agency meet federally required survey response rates. Tasks include entering demographic information and survey responses into agency's automated NYTD system. Work also involves interacting with youth through survey administration for purpose of offering service referrals as needed. Supervision consists of monitoring survey completion and effectiveness of interaction with youth. The NYTD Program Coordinator will provide training to DCF, CWCMP, KDOC-JS, and Tribal staff in regards to the NYTD system. Work will be periodically checked for progress and conformance to established policies and requirements through phone, email, and in-person contact by the DCF Independent Living Program Manager.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.
		In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.
50%	E	Contacts youth identified in NYTD system, successfully interviews at least 60% of youth with survey questions, tracks and locates youth to be given NYTD survey.
10%	E	Contacts relatives, friends, employers, and other individuals who may know how to contact the youth to be surveyed. Offers assistance for IL services and makes referrals as needed.
10%	E	Enters data into NYTD system, prepares reports for management review.
10%	E	The NYTD Program Coordinator will provide training to DCF, CWCMP, KDOC-JS, and Tribal staff in regards to the NYTD system.
10%	E	Distributes incentives such as gift cards for completed surveys. Maintains contact with youth throughout following year by sending birthday cards, email messages, reminders, and other incentives.
10%	E	Manages credit report checking and works with DCF and foster care provider staff to assist youth in addressing credit problems.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to observe procedures could result in violation of state and federal laws and regulations and a loss of significant federal funding for services. The agency would suffer from poor community relations as a result of a loss of program funding. Failure to follow job requirements could result in loss of employment for the employee.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact with DCF staff and clients, as well as daily contact with individuals and groups that form the agency's community partners. Frequent contact with youth in securing survey information required by federal agencies, Independent Living Coordinators, foster care provider staff and other personnel in Prevention and Protection Services.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This position will face hazards associated with travel and experience normal physical stress related to an office work/environment, fast paced work, and the responsibility of responding to the needs of several staff and divisions. Normal hazards related to the use of office equipment. Mental and emotional stress due to pressure of meeting time lines and workload.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, telephone, all general office equipment, and vehicle to travel for business is required.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Six months of experience in planning, implementing and monitoring activities relevant to the agency's program. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

None

Licenses, certificates and registrations

Must maintain valid driver's license throughout employment.

Special knowledge, skills and abilities

Ability to engage young people and keep in contact with them to administer NYTD surveys. Some knowledge of analyzing processes and identifying customer expectations; interpersonal communication skills to influence outcomes, promote cooperation, and secure client satisfaction. Must maintain Security Clearance throughout employment. Good communication skills, orally and in writing.

Experience - length in years and kind

Six months of experience in planning, implementing and monitoring activities relevant to the agency's program. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date